

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Accounts Payable (A/P) Clerk (Legislative Assistant I)
Finance & Administrative Services
Office of Operations and Support Services (OOSS)

Salary: \$44,000 - \$60,500 based on experience and qualifications.

Application Deadline: January 20th, 2025

Team Member Benefits: [Click Here to Learn More](#)

Principal Duties:

- Initiating updates to the SAP-based & R*STARS-based vendor tables to reflect the addition of new vendors & modification of names, addresses or payment code data for existing vendors.
- Receiving institutional or vendor invoices, expense reimbursement requests or travel reimbursement requests (collectively referred to as 'payment request'), reviewing for completeness, accuracy and compliance; ensuring that the payment request has not been previously paid; coding and creating payment document; and scanning documents and support.
- Receiving payments & refunds from customers; properly coding the receipt; accurately recording the payments on an automated control log; maintaining accountabilities for all receipts until the deposit has been prepared.
- Providing accountability for receipt of all purchasing card activity by collecting activity logs prepared by cardholders and ensuring that each log has been signed; accompanied by adequate documentation; lists all purchases & refunds for the period.
- Providing office and telephone coverage in the Fiscal Operations office during normal working hours
- Other duties as may be required.

Qualifications:

- Bachelor's degree in business administration or related field from an accredited college or university **or** a minimum of three (3) years of progressive professional or paraprofessional experience in accounting, auditing, bookkeeping, accounts payable or related field.
- Availability to work extended hours to complete legislative deadlines throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

To Apply:

- **Email Resume and Cover Letter** to jobs@mlis.state.md.us and include code 01-25. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

Website: <http://mgaleg.maryland.gov>

January 3, 2025

The Department of Legislative Services is an equal employment opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age disability, national origin, veteran status, or any other basis covered by appropriate law, regulation, or legislative policy. Research suggests that qualified women, Black Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.